
Criteria for Creating Review Panel

Rhode Island Department of Education

Explanation and Considerations for Use

This is a list of important criteria for portfolio review panels. As schools begin to design the structure and make-up of their review panel, they should carefully consider these elements.

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<http://www.ride.ri.gov/highschoolreform/dslat/>
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Criteria for Graduation Portfolio Review Panel

The school must use “**Graduation Portfolio Review Panels**” (GPRP) to evaluate each student’s Graduation Portfolio. No single individual may decide on acceptance/rejection of a Graduation Portfolio. This GPRP must come to a consensus when deciding upon acceptance or rejection; a simple majority vote is unacceptable. Multiple review panels may meet simultaneously to evaluate Graduation Portfolios. Alternately, the portfolios may be reviewed electronically which allows for multiple people to review a portfolio without having to arrange for simultaneous meetings.

The school will determine the **makeup of the GPRP**. At a *minimum*, the GPRP should include:

- ❑ Teachers representing the literacy and numeracy expectations of RIDE’s Grade Span Expectations.
- ❑ Additional teachers representing additional content expectations. (This does not imply that the review team must include one teacher from every area, but as a whole, the review team must have in depth knowledge and understanding of all of the school’s Graduation Expectations).
- ❑ Members of the review team should include a teacher(s) who have not personally instructed the student during the previous academic year.
- ❑ At least one member of the review team must have an in-depth knowledge of the student.
- ❑ At least one member of the review team should be from the community outside of the school or be a member of another school district
- ❑ Members of the GPRP may fulfill multiple roles above.
- ❑ All members of the GPRP should have had sufficient training, professional development and or experience to ensure:
 - Full understanding of the school Graduation expectations (What is the minimum acceptable level of a student graduating from this High School?)
 - Full understanding of the Rubric being used along with all expectations and benchmarks.
 - Authentic scoring based on evidence.
- ❑ No students should serve on the GPRP.
- ❑ In general, it is suggested that the GPRP should have 4-5 members.

The most important thing to remember is that the review panel needs to include several people, including, when possible, at least one person from outside the school, who can participate in the validation of the Graduation Portfolio.